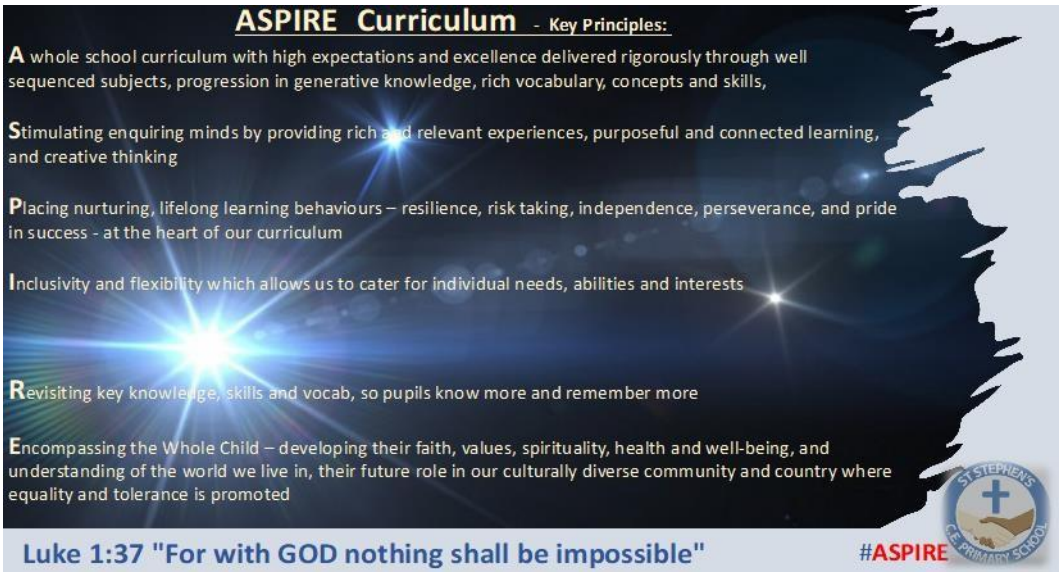
Administering Medicines Policy

2026

Approved by:	School	**Date:**	28/04/26
Next review due by:	28/04/2028		

At St Stephen's CE Primary School, our Christian values run through our school like a golden thread and enable our children to flourish and ASPIRE in life. Our Christian vision: *for with God, nothing is impossible* Luke 1 : 37, helps support and guide our whole school community in striving to beat our previous best endeavours.
Throughout the year re re-focus on a Christian Value in order to keep God in the centre of our lives. By linking these to key events within the Christian calendar our children will all take turns in leading key collective worships for our whole school community at St Stephen's Church once a year.

Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Thankfulness	Respect	Hope	Forgiveness	Love	Trust



The key principles of our ASPIRE vision support our decision-making process at St Stephen's CE Primary School for the curriculum. With these principles in place, our children are able to know more and remember more across development of our broad and balanced curriculum.

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1. Policy Statement

While it is not our policy to care for sick children, who should be at home until they are well enough to return to school, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. We ensure that where medicines are necessary to maintain health of the child, they are given correctly and in accordance with legal requirements.

It is a parent's responsibility to ensure they keep school informed of any medical conditions or changes in medical condition their child has, so that school can provide the correct care and safety measures for a pupil.

These are the named first aiders responsible for managing the administering of medicines in school:

The school's appointed named first aiders are:

Staff	Course	Expiry
Miss J Grundy	Paediatric	Expires 27th February 2029
Miss H Padmore	Paediatric	Expires 29th January 2029
Miss. A Doan	Paediatric	Expires 25th November 2028
Miss. C Chafer	Paediatric	Expires 3rd November 2028
Mrs L Hadfield	Paediatric	Expires 19th November 2028
Mr J Dean	Paediatric	Expires 11th October 2028
Mrs. T Williams	Paediatric	Expires 8th October 2028
Miss L Logan –	Paediatric	Expires 2nd October 2028
Miss L Jamieson		Expires 4TH February 2028
Mrs S Costin	Paediatric	Expires 11th January 2028
Miss M Lawler	Paediatric	Expires 30th January 2028
Miss S Cowley		Expires 17th May 2027
Mrs M Peach		Expires 21st October 2027
Mrs A Mizera		Expires 27th September 2027
Mr Lovgreen		Expires 17th September 2027
Miss L Marchant	Paediatric	Expires 11th January 2027
Miss L Maksymuk	** First aid supplies	** First aid supplies

In many cases, it is possible for children's GPs to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given at school. If a child has not had the medication before, it is advised that the parents follow doctors' advice when returning their children to school.

2. Procedures

- Children taking prescribed medication must be well enough to attend school.
- We only administer medication when it has been prescribed for a child by a doctor. It must be in-date and prescribed for the current condition.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are

inaccessible to the children. On receiving the medication, a named first aider will check that it is in date and prescribed specifically for the current condition.

- Parents must give prior written permission for the administration of medication. The named first aider receiving the medication will ask the parent to sign a consent form stating the following information.

  No medication may be given without these details being provided:

  - ***the full name of child and date of birth***
  - ***the name of medication and strength***
  - ***who prescribed it?***
  - ***the dosage and times to be given in the setting***
  - ***the method of administration***
  - ***how the medication should be stored and its expiry date***
  - ***any possible side effects that may be expected***
  - ***the signature of the parent, their printed name and the date***

Appendix 1 – Medicine Permission Form

Appendix 2 – Confirmation by HT to administer prescribed medicine

Appendix 3 – Administration record

Records will be maintained by **Nabeela Idrees** and stored in a locked cupboard. A

record is kept of the medication given with the following information

- ***name of the child***
- ***name and strength of the medication***
- ***date and time of the dose***
- ***dose given and method***
- ***signature of the person administering the medication***

If the administration of prescribed medication requires medical knowledge, we obtain individual training by a health professional.

3. Storage of medicines

- All medication is stored safely in a locked cupboard or refrigerated as required located in the school office
- Named first aiders are responsible in ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in the setting to be administered on a regular or as-and-when- required basis. **Named first aiders** are responsible for checking that any medication held in school e.g. inhalers/" Epi-pens", are in date and will return any out-of-date medication back to the parent.

4. Long Term Medical Conditions

Children who have long term medical conditions and who may require ongoing medication

- We carry out a risk assessment for each child with a long-term medical condition that requires on-going medication. This is the responsibility of the SENDCo will also maintain copies on file. Other

medical or social care personnel may need to be involved in the risk assessment.

- Parents will also contribute to a risk assessment.
- For some medical conditions, staff will need to have training in a basic understanding of the condition, as well as how the medication is to be administered correctly. The training needs for staff form part of the risk assessment.
- The risk assessment includes vigorous activities and any other activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings and advice is sought from the child's GP if necessary where there are concerns.
- An individual health plan for the child is drawn up with the parent; outlining staff roles and what information must be shared with other adults who care for the child.

- The individual health plan should include the measures to be taken in an emergency.

We review the individual health plan yearly, however changes may be made sooner where necessary, following advice from healthcare professionals.

Parents receive a copy of the individual health plan and each contributor, including the parent, signs it.

5. Asthma

It is a parent's responsibility to keep school up to date of their child's Asthma condition and ensure they have appropriate medication in school that is named and is in date. Asthma forms are sent to all pupils; we also use admission forms for new pupils and changes circumstances forms for existing pupils to capture medical data. These forms should be returned to the office where the School's Information Management System is updated.

Nabeela Idrees keeps completed asthma forms in a locked cupboard. She will check all inhalers in school against the forms to ensure all information is up to date.

A register is created and all children with asthma are expected to have an asthma plan. This will be created by the GP and parents should ensure school have an up-to-date copy. If there are any changes to the plan, parents are expected to update the school accordingly. This includes temporary use of inhalers, prescribed by the doctor.

- Parents are required to complete a form and supply an inhaler supplied by a doctor giving details of the medication, dosage and frequency
- A list of children and named Inhalers will be stored in a sealed box in individual classrooms
- A list of pupils with Asthma can be found in the staff room on the notice board
- Inhalers must be taken on school trips or off-site visits

Emergency inhalers and spacers can be found in the school office under the counter in a sealed box and in the EYFS department.

6. Allergies

It is a parent's responsibility to keep school up to date of their child's medical condition and ensure they have appropriate medication in school that is named and is in date. Data regarding pupils with allergies is captured from admission data sheets for new pupils and changes in circumstances forms for existing pupils.

Lists of pupils with allergies are in classrooms and on the staff room notice board

- Photos of pupils with allergies are located in the school kitchen to ensure catering staff can identify children with food allergies.

7. Epi pens

- All staff are epi pen trained
- Where an epi pen is prescribed for an individual child, it will be kept in a safe place in the child's classroom, identified on the child's care plan. A spare will be kept securely in the school office.
- Photo of the child is placed on the cupboard where the box with epi pen is located so it is obvious to staff who the medication is for and where it is located.
- Paperwork is kept by **Nabeela Idrees**

8. Managing medicines on trips and outings

If children are out of school on trips, staff are fully informed about the child's needs and/or medication. There must always be a first box taken on any trip and ideally a first aider for trips not local or more risk-likely. Leaders of trips are to plan for this with Health and Safety and complete all documentation and risk assessments (to completion) through Evolve at least 2 weeks prior to the trip leaving. It is the responsibility of the member of staff leading the trip to ensure these measures are in place at all times.

All parents are required to complete a medical consent form as their child starts school. This gives permission for an appropriate adult i.e. the teacher in charge to give consent for urgent medical treatment to be given if the parent cannot be contacted. Nabeela Idrees keeps copies of the signed forms on file.

Medication for a child is taken in a sealed plastic bag clearly labelled with the child's name, the original pharmacist's label and the name of the medication. Inside the box is a copy of the consent form and a slip to record when it has been given, including all the details that need to be recorded in the medication record as stated above. For medication dispensed by a hospital pharmacy, where the child's details are not on the dispensing label, we will record the circumstances of the event and hospital instructions as relayed by the parents.

If a child on medication must be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication.

MEDICATION CONSENT FORM

DATE: _____

CHILD'S NAME: _____

YEAR: _____

NAME AND STRENGTH OF MEDICINE: _____

HAS YOUR CHILD HAD THIS MEDICINE BEFORE? YES / NO

TIME OF LAST DOSE: _____

HOW MUCH TO GIVE (i.e. dose to be given): _____

WHEN TO BE GIVEN: _____

ANY OTHER INSTRUCTIONS: _____

NB: MEDICATION MUST BE PRESCRIBED BY A DOCTOR AND BE IN ITS ORIGINAL CONTAINER, AS DISPENSED BY THE PHARMACY

DAYTIME PHONE NUMBER OF PARENT: _____

NAME OF CHILD'S GP: _____

GP PHONE NUMBER: _____

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to ST STEPHEN'S CE PRIMARY STAFF administering medicine in accordance with the School Policy. I understand it is my responsibility to notify staff of last dose given and I will inform the School immediately, in writing, if there is any change in dosage or frequency of the medicine or if the medicine is stopped.

Please collect your medicine before the time of expiration or school will dispose of the medicine when the last dose is stated

DAYTIME PHONE NUMBER OF PARENT/CARER: _____

SIGNATURE OF PARENT/CARER: _____

PRINT NAME: _____

CONFIRMATION OF THE HEADTEACHER'S AGREEMENT TO

ADMINISTER PRESCRIBED MEDICINE

It is agreed that _____(name of pupil) will receive

_____(quantity and name of medicine)

every day at _____(time medicine to be administered)

_____(name of pupil) will be given/supervised whilst he/she takes their medication by:

_____

Please collect your medicine before the time of expiration or school will dispose of the medicine when the last dose is stated. Medicine to be kept in the School office and signed out each time by the above person and dated with the dose given, logged.

DATE: _____

SIGNED: _____

POSITION: _____

RECORD OF MEDICATION ADMINISTERED

NAME OF CHILD_____Class_____

DAY	DATE	TIME	SIGNATURE OF STAFF ADMINISTERING MEDICATION	DOSE GIVEN
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

DAY	DATE	TIME	SIGNATURE OF STAFF ADMINISTERING MEDICATION	DOSE GIVEN
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				